

**MINUTES OF THE REGULAR MEETING OF
BOARD OF DIRECTORS OF THE
MOUNTAIN VIEW FIRE PROTECTION DISTRICT**

August 20, 2007

I. OPENING OF REGULAR MEETING.

A. Call to Order.

The regular meeting of the Board of Directors of the Mountain View Fire Protection District was held at the Administration Office, 9119 E. County Line Road, Longmont, Colorado, on August 20, 2007, and was called to order by Judy Rusk at 1900 Hours.

B. Pledge of Allegiance.

All persons in attendance participated in the pledge of allegiance

C. Roll Call.

The meeting was attended by the following Board members: Judy Rusk, Randy Winsett, Anne Freeman Pawlowski. Scott Lyle entered the meeting at 1935 Hours. Dr. Walker was unable to attend the meeting.

Also present were: Randy Templeton, Donna Mullison, Rachel Glantz, Roger Rademacher, Sean Flagg, Chad Rademacher, Dustin Sorensen, Chris Lawler, Twink Dalton, Mark Lawley, Starr Aldrich, Chuck Gabbard,

E. Approval of Agenda.

Chief Templeton stated the BC Promotion item under Public/Member Participation will be tabled for this evening.

Randy Winsett moved to approve the agenda, as written. Anne Pawlowski seconded such motion, and it was thereafter unanimously approved

F. Chief's Report.

Chief Templeton stated we have had a busy month, and made a lot of progress at the retreat and subsequent meetings. He had nothing to add to his printed report.

II. CONSENT AGENDA

A. July 16, 2007 Regular Meeting Minutes.

Judy Rusk asked that Section V.B., second sentence be corrected to reflect information "were" instead of "was". Randy Winsett moved to approve the July 16, 2007 regular meeting minutes, as corrected. Anne Pawlowski seconded such motion, and it was thereafter unanimously approved. Anne asked if the fraud policy template had been received from Bob Feis. Donna stated it had not, but she will follow up.

III. PUBLIC/MEMBER PARTICIPATION

A. BC Promotion.

Tabled.

IV. ACTION ITEMS

A. July, 2007 Financial Statements.

Anne Pawlowski asked for additional monthly reports, together with the basic financials: (1) Name/position of person in charge of different divisions/line items of the budget; (2) Salary change report monthly and one report from January through August. This will include all promotional and temporary positions, as well as any permanent changes; (3) Report showing who and how much each person is receiving in Overtime, and what shift they are on; (4) Necessary functions of all administration and officers. If possible it would be nice to find out where the revenues are coming from, i.e. Erie, Mead, etc. Donna stated we have received lists from the counties stating the 10 highest taxpayers and will forward this information to the Board.

Judy Rusk asked about the expense for _ airline fare for a fire/medic candidate. Chief Templeton explained that due to an error in scheduling, the District provided _ the fare to the candidate. We thereafter hired this person. We are currently under budget.

The JRA report was distributed. Anne Pawlowski asked where the JRA revenue and expenses were reflected. Donna stated that since we did not anticipate this in the 2007 budget, the checks written to Boulder Rural are credited against the revenue line item. The expenses for the health care billing are reflected in full in the 750 EMS contract line item. Next year we will have expense line items for checks to Boulder Rural, Health Care billing for MV and Health Care billing for BR.

Randy Winsett moved to approve the July, 2007 financial statements. Anne Pawlowski seconded such motion, and it was thereafter unanimously approved.

B. Set Exclusion Hearing – Colorado Division of Parks.

Chief Templeton stated that LuAnn Penfold made some inquiries and a copy of a law regarding an intervening roadway was received with regard to this matter. We will obtain more information from the District's attorney. Judy Rusk stated we need to set the matter for hearing, and decide whether or not to approve at that time.

Judy Rusk moved to set the exclusion hearing for Colorado Division of Parks for September 17, 2007, 7:15 p.m. at the Administration office. Anne Pawlowski seconded such motion and it was thereafter unanimously approved.

C. Portable Structure Approval.

Chief Templeton distributed information regarding the proposed portable structure and reviewed the same. He explained that we need more space for administrative personnel.

Judy Rusk stated taxpayers do not want expansion of administration. This would be a bad signal to the public if we put a temporary structure at Station 1. If a portable is really needed, it would be better placed at Station 7. At the Administration office, remodel the board/conference room. Double up on offices—put two desks in an office. Look at all other options before spending money. Rachel is only temporary in her PIO position and then will be returning to the line.

Chief Templeton stated the Board room is used as a classroom nearly every day. Would not like to put people in the bay to meet.

Anne Pawlowski stated this is not plausible to spend \$70,000 on three offices. We have meeting rooms at other stations. Cannot spend money on this temporary building when Station 7 personnel are more than uncomfortable. Administration personnel will just have to make due whether or not they are uncomfortable.

Randy Winsett stated that it would be more important to do something for Station 7 when it is so bad. It is not a priority to put Admin first. Work something out at Station 7 first before putting money into Admin. Discussion regarding other alternatives, i.e. offices at different stations.

Anne Pawlowski stated outsourcing functions, i.e. accounting or others, can save money rather than adding persons to Admin or spending money on Admin functions/buildings, etc. Due to the 2007 budget that is set, we need to look at alternatives. If people are uncomfortable, etc. they need to make due. If Admin feels this is important, present a proposal with the 2008 budget, although due to our financial constraints and the fact that the Board has not decided when/if a bond/mil question will be placed on the ballot, we need to be conservative and fiscally responsible with the funds we currently have available.

Judy Rusk stated that any money to be used from Capital Reserve should be for very necessary items. We will have needs for new apparatus in the near future and must keep our Capital Reserve for those items. Station 5 and 6 have meeting rooms that can be used. The bay can be used for Board meetings as was used in the past.

Anne Pawlowski moved to deny the portable structure purchase. Randy Winsett seconded such motion and it was thereafter unanimously approved.

V. REGULARLY SCHEUED ITEMS

A. Strategic Planning Process Update.

Chief Templeton reviewed the fault tree analysis for the Mil Levy Increase that was a basis for the strategic planning.

Randy Winsett stated this is a good visual of where we need to go.

Chief Templeton reviewed the Decisions that came from the District retreat held August 1 and 2, and thereafter supplemental meetings to finalize the core purpose, values, ideology, mission, vision, service model and envisioned future. Golden rule ethics was reviewed.

Judy Rusk stated it was missing something. That doing the right thing at the right time and for the right reasons "at any given time" should be added, as the Board had requested after their retreat. The distinction of "at any given time" is important, especially with persons in high profile jobs within the District who should be held to this standard 24/7. Chief Templeton was directed to add this wording.

Judy Rusk questioned the paramedic engine concept. She stated we used to have that, but paramedics wanted to promote, therefore they promoted here or went elsewhere for promotions. Anne Pawlowski asked that the "consisting of paramedic engine companies" be deleted from the service model, as it is confusing due to being unclear as to what the current service model is. Chief Templeton explained the paramedic engine concept in more detail.

Judy Rusk stated the envisioned future looks very good, but they are very long term goals considering the funding available to the District. Chief Templeton will be working very hard to talk to the population within the District and explain to them why we need additional funding, and what we will do with it. Discussion.

Randy Winsett asked about who will be taking on each of the objectives, and those persons must line out goals/objectives and time lines. Chief Templeton has assigned executive sponsors for each objective, but due to it being so new, time lines have not been completed, but will be in the near future. Scott Lyle asked if there was an accountability plan? Chief Templeton stated each executive sponsor has been charged with building teams to fulfill the objectives. Each week the executive team reviews the projects and gives a progress report.

Chief Templeton stated we are not meeting the response time criteria set by the Board and we must educate the public on this.

Scott Lyle asked why “adequate” firefighting force was used. Adequate does not sound positive. Chief Templeton stated it is a fire service technical term/term used in accreditation. Scott stated from the public’s eye, it would be a “C” or “C-” and perhaps we should reword.

Chief Templeton gave an overview of the business plan he included in the Board’s packet. We will be working on a business plan for MVFPD, which Chief Templeton has begun putting together. This business plan will be printed and given to the public to tell our story and stress our needs. Hopefully, the final draft will be available for Board review next month.

B. JRA Update.

Reviewed during financial items. Judy Rusk stated the current report format from today’s meeting makes more sense than the reports provided previously.

C. ESCI Update.

Chief Templeton stated that ESCI will be coming out at the end of August to meet with him, and hopefully a summary/draft report will be given to the District soon. The final report will not be given to us until December.

D. Fire Corps Update.

Starr Aldrich stated he is working on getting more volunteers and they are working with Rachel in her new position. He is also working on obtaining the 501 3(c) designation. Chief Pischke will be checking into this designation with the District’s attorney, Dick Lyons. This is needed for the District to receive corporate donations—they don’t donate to governmental agencies directly. Due to the donation restrictions, probably won’t get Sparky until next year. There are a few other issues that will be dealt with in a meeting with Chief Pischke upon his return.

E. Letter to Berthoud Fire Board.

Chief Templeton stated we still have no response. Scott Lyle asked if Dick Lyons could be contacted to push the schedule, as he is Berthoud’s attorney as well.

F. SAFER Grant.

Chief Templeton gave an overview of the grant process from Homeland Security. This is used to hire personnel with funding over a five year period. FF Joe Pendergast is taking the lead on this

grant, and hopefully others in the future. The grant is due August 30th. If we are awarded the grant, we will come to the Board for authorization to accept the same. Judy Rusk asked to look at putting some grant matching funds into the 2008 budget. We will be asking for funding for three paramedic/firefighters (one per shift) in the grant.

VI. REPORTS

A. Station Reports.

None.

B. Staff Reports.

(1) Operations/Training

Chief Lawley stated operations are very busy. Training on 107th & Isabelle with Lafayette Fire is being held at this time. Volunteer and Career academies will begin in September. Three firefighter/paramedics and one firefighter/EMT started with the District August 16th.

(2) EMS

Twink Dalton distributed the monthly breakdown of calls and reviewed training statistics for July. Randy asked if Twink spends more time each month training. Twink stated not necessarily, but at times stations are brought together, but if unavailable due to calls, etc. to do so, Twink must hold more classes to catch all persons.

(3) Fire Prevention

Fire Marshal LuAnn Penfold's report was included in the packet.

(4) Admin

None.

(5) Volunteer/Reserve Program.

Chris Lawler stated that the volunteers are excited to have Rachel involved in recruitment/retention and will get her more involved. Most volunteers are volunteering to obtain a career position. We will try to model the program accordingly. Chief Templeton has asked Chief Pischke, volunteer captains and Rachel to work on a strategy for recruiting.

(6) Career Firefighters.

Sean Flagg stated everyone is busy. The Union is co-hosting a golf tournament at Ute Creek on September 7th to benefit CPFF Foundation. Chuck Gabbard stated C-Shift ran 32 calls in 48 hours their last tour. Very busy!

C. **Other Reports.**

None.

VII. BOARD MEMBER ITEMS

Randy Winsett initiated discussion regarding the upcoming SDA conference September 19,20, 21. Randy will call Donna if he can go.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

There being no further business to come before the meeting, Anne Pawlowski moved to adjourn the meeting. Randy Winsett seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2030 Hours.

Respectfully submitted,

President

Date

Secretary

Date

Minutes082007